

Anti-Harassment Policy

Purpose

Programmed is committed to a work environment that is free from any form of harassment, including sexual harassment, where all employees are treated with dignity, courtesy and respect and can work without distress or interference caused by harassment.

We recognise the harmful effects that harassment can have on individuals and that these behaviours can cause the loss of trained and talented employees, reduce productivity and morale and create legal risks. At its most serious level, harassing behaviour may constitute a criminal offence.

Scope

This Policy applies to:

- All employees
- All contractors and
- Any other workplace participants.

This Policy applies while:

- At work
- At work related or work sponsored functions, conferences and events
- While attending training or development activities funded by Programmed
- Travelling on work related business, and
- At client and supplier premises.

This Policy applies in Australia, New Zealand, and Japan and any other country to which the employee has travelled to for work purposes.

Policy Statement

Programmed is committed to taking all reasonable steps to protect the health safety and wellbeing of our employees by providing a work environment which is free from any form of harassment.

Definitions

Harassment – any uninvited, unacceptable or unwelcome behaviour or conduct of a verbal, physical, social or psychological nature that any reasonable person would interpret as offensive, humiliating or intimidating.

Harassing behaviour can relate to, but is not limited to:

- Gender;
- Racial or ethnic background;
- Religion;
- Political affiliation;
- Sexual preferences; and
- Personal attributes, disabilities or physical appearance.

Harassing behaviour can include, but is not limited to:

- Comments about a person's sex life;

- Jokes, offensive telephone calls, photographs, reading matter, internet access, social media or objects of a nature that relate to the items mentioned above;
- Physical contact such as touching, patting or fondling;
- Constant requests to participate in social activities; and
- Leering.

In order to constitute harassment the conduct of a person does not need to be intentional.

Harassing behaviour can be perpetrated by individuals or groups and can involve single or repeated incidents.

Some types of harassment may also be considered an offence under criminal law e.g. assault, stalking, obscene communication or indecent exposure. Where there is evidence of criminal activity by an employee, in addition to any internal investigation and possible disciplinary outcomes, the police will be called and they may prosecute anyone who commits these acts.

Manager's Responsibilities

All managers and supervisors have a responsibility to prevent harassment from occurring within their teams and work locations.

As a manager or supervisor, you have a responsibility to:

- Ensure all employees are aware of this policy;
- Ensure that all employees are aware that any harassing behaviour will not be tolerated;
- Ensure that your team's work environment is free of any sexist, racist, or any other type of stereotyping or offensive material, including (but not limited to) posters, calendars and screen savers;
- Ensure all employees know that they must notify you immediately if they experience any form of harassment and that they also know who to talk to if they cannot resolve any harassment that they may have been subjected to; and
- Act immediately if you witness or are informed of any harassment by applying the principles of the Grievance Resolution Guideline.

Employee's Responsibilities

All employees have a responsibility to respect the rights of others and not to participate in or encourage any type of harassment.

As an employee, you have a responsibility to:

- Ensure that your behaviour does not offend, humiliate or intimidate others in the workplace;
- Abide by this policy at all times;
- Notify your manager or supervisor if you are subjected to, or witness any form of harassing behaviour; and
- Provide support to an employee who is being subjected to harassment if you feel comfortable doing so.

Vexatious complaints

Vexatious or malicious complaints are complaints made not in good faith, without genuinely believing the complaint to be true or deliberately making a false complaint, Vexatious complaints will not be tolerated.

Victimisation

No employee may be threatened, victimised or disadvantaged as a result of:

- Making or intending to make a harassment complaint;
- Providing information as a witness; or
- Supporting an employee who has made a complaint.

Any employee found to have made a vexatious or malicious complaint or who victimises any employee in relation to a harassment complaint, will be subject to disciplinary action which may include termination of employment.

Dealing with harassment complaints

Employees who believe they are being harassed are firstly encouraged to inform the harasser that their behaviour is offensive, unacceptable, is against Company policy and ask them to stop. The employee should ensure their own safety and that of other employees when approaching the other party.

Employees have a range of informal and formal options available to address a harassment issue. Employees who wish to discuss or receive assistance with a harassment issue are encouraged to approach either their manager, a Contact Officer or Human Resources.

Any harassment complaint received will be addressed in line with the Grievance Resolution Guideline.